

**Actions of the meeting held on
Thursday 19 July 2007, 14:00**

Humber and Yorkshire Coast Cancer Network

YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Yorkshire Cancer Network

Present:

Ms R Hopkinson	Bradford and Airedale Teaching PCT
Dr G Sharpe	Calderdale and Huddersfield NHS Foundation Trust
Dr M Elliott	Leeds Teaching Hospitals NHS Trust
Ms A Franklin	
Dr A Glaser	
Mr M Hemingway	
Ms D Highfield	
Ms R Hollis	
Dr M Kwok-Williams	
Mr R Phillips	
Dr S Picton (Chair)	
Mr S Richards	
Ms C Scott	
Ms A Stephen	
Mr D Thomas	
Ms P Thompson	
Dr M Miller	Martin House Children's Hospice
Dr A Falconer	Scarborough & North East Yorkshire Healthcare NHS Trust
Sister M Riley	The Children's Centre (Hull)
Dr R Ball	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	

1. Apologies

Ms A Brady, Ms S Burnell, Ms K Cooke, Dr C Cullinane, Ms M Durrans, Sister M Hodgkin, Dr S Kinsey, Dr I Lewis, Ms D Moore, Dr M Richards, Ms J Taylor-Clark, Mr B Tinkler, Ms B Young

3. Matters arising			
Log No	Action	Lead(s)	Deadline
1	<p>Rachel Hollis asked if Lucy Carroll could obtain feedback from Barry Tinkler regarding the formal approval and sign off of Network Guidelines.</p> <p>Barry Tinkler met with Sean Duffy, YCN Medical Director and David Thomson, YCN Pharmacist to discuss the approach for the approval, dissemination and access of Network guidelines. It is felt that this issue impacts on all the NSSGs across the YCN and therefore will be addressed as part of the Network development programme work.</p> <p>Barry Tinkler, Sean Duffy and David Thomson to take this forward as part of the Network development work.</p>	B Tinkler, S Duffy and D Thomson	Review 12/12/2007

3.1. Service User Involvement			
Log No	Action	Lead(s)	Deadline
2	<p>Fiona Stephenson met with representatives from Candlelighters to discuss having Service User representatives on the NSSG and IOG Steering Group. Fiona Stephenson agreed to write a small article for the news letter encouraging Service User representatives to join.</p> <p>To produce article for August edition of the newsletter.</p>	F Stephenson	Review 12/12/2007
3.2. Annual Report			
Log No	Action	Lead(s)	Deadline
3	To send Sue Picton the draft Annual Report 2006-2007 for approval prior to circulation to the group with the Action Log.	L Carroll, B Tinkler and F Stephenson	27/07/2007
4. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
4	To circulate the latest CWT data presented by Philip Melling.	L Carroll	26/07/2007
5	<p>It was highlighted that only a 'Urgent Referral' sent from a GP will be counted in the CWT data for a 2 week wait. Alison Franklin should be notified of these patients.</p> <p>As the National database does not identify patients between the age of 16 and 24 it was proposed that each Trust submits on a quarterly basis the numbers of treated cancers, what they were and whether they have been in contact with the TYA team for patients within this age group.</p> <p>Philip Melling to contact Information Managers at each Trust for this data.</p>	P Melling	Review 12/12/2007
5. Pathway Development Meeting - 24th September 9.00-1.00pm			
Log No	Action	Lead(s)	Deadline
6	<p>A HYCCN & YCN Developing Pathways for Children Workshop has been Scheduled for Monday 24th September 2007, 10.00 - 12.45pm, YCRN Room 1, Ida Nurses, Cookridge Hospital.</p> <p>The aim of this workshop is to agree Network pathways for the referral and management of children with cancer aged under 16.</p> <p>To circulate the agenda and registration form.</p>	F Stephenson/ L Carroll	Review 12/12/2007
6.2. CYP IOG Implementation Group			
Log No	Action	Lead(s)	Deadline
7	<p>The timescale for guidance from the Department of Health on completion of the Action Plan has slipped and is now expected in September 2007.</p> <p>It is anticipate the supporting documents for the shared care definitions will also be circulated in September 2007.</p> <p>The CYP IOG Implementation Steering Group will meet on 30th July 2007.</p> <p>To keep members updated on this work.</p>	F Stephenson	Review 12/12/2007

6.2. CYP IOG Implementation Group			
Log No	Action	Lead(s)	Deadline
8	<p>Leeds and Sheffield have agreed to undertake a separate gap analysis to map what progress has been made on the implementation of the IOG. The specialist commissioners will use this information to undertake a economic evaluation of the viability of the two centres.</p> <p>To keep members updated on this work.</p>	S Picton	12/12/2007
9	<p>Visit to Centres</p> <p>Sue Picton provided feedback on her visit to Northallerton with Barry Tinkler. South Tees Hospital NHS Trust had decided to withdraw from all shared care services with exception to palliative care however following discussions with Barry Tinkler they have agreed to undertake everything with exception to chemotherapy.</p> <p>Sue Picton has written to the Managers at Northallerton to clarify what the issues are and see if they can help to resolve them.</p>	S Picton	Review 12/12/2007
7. Education Issues			
Log No	Action	Lead(s)	Deadline
10	<p>A HYCCN and YCN Paediatric & Adolescent Haematology & Oncology Educational Event has been scheduled to take place on Friday 16th November 2007.</p> <p>Members felt that this event should remain free of charge but suggested a fee is charged to those delegates that register and don't attend.</p> <p>To circulate the programme and registration form.</p>	L Carroll	Aug 2007
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
11	<p>Long-term follow-up</p> <p>LTHT has funded a initiative for Long-term follow up to ensure that adults are seen in an age appropriate environment.</p> <p>To keep the group updated on this.</p>	A Glaser	Review 12/12/2007

Date of Next Meeting(s)

Monday 24th September 2007 9:30 am
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital [EVENT]

Friday 16th November 2007 9:15 am
Thackray Medical Museum, Leeds [EVENT]

Wednesday 12th December 2007 2:00 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital